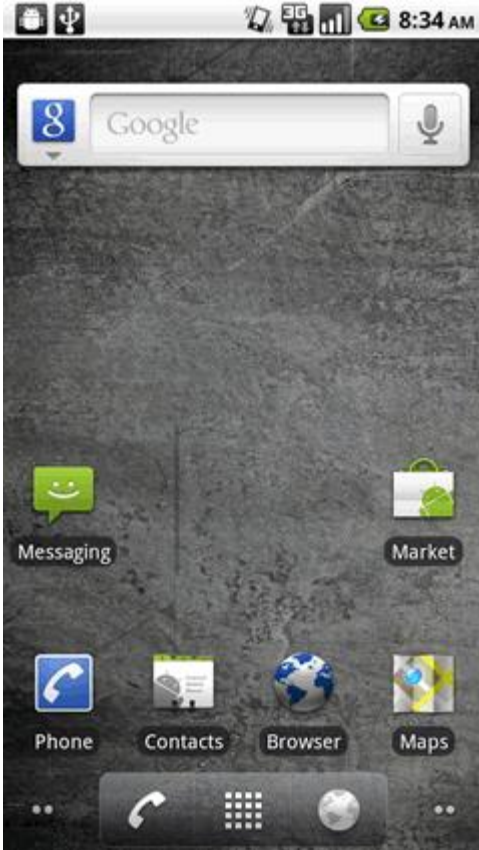


## Contents

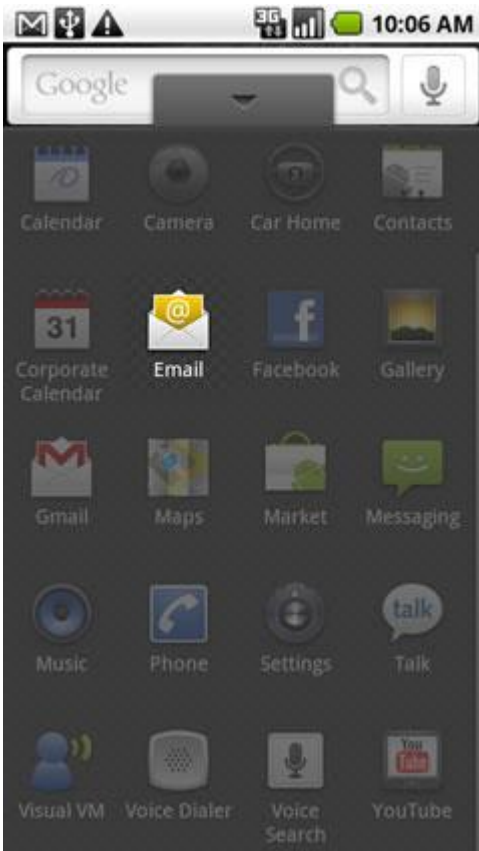
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## Set Up Corporate Email (Exchange Activesync) - Motorola Droid (A855)

1. From the home screen, select the **applications tab** (located at the bottom of the display).



2. Select Email.



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3. Enter your exchange email address and password then select **Next**.



Set up email

You can configure Email for most accounts in just a few steps.

john.smith@vermont.gov

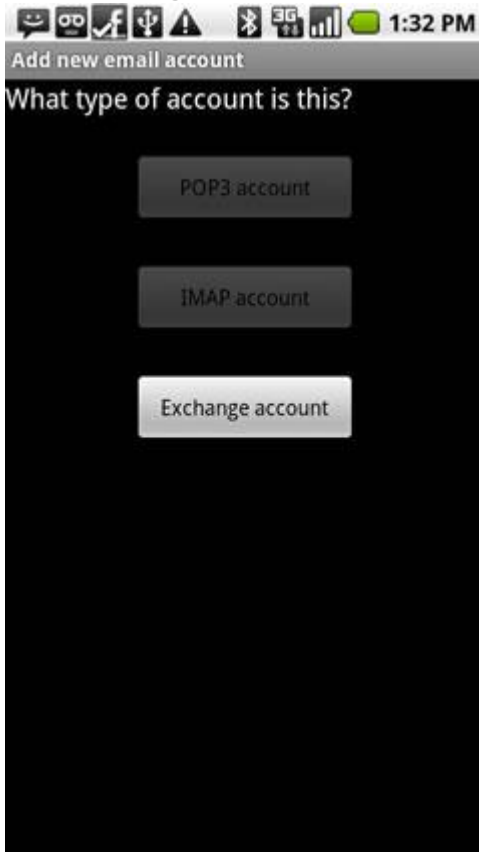
.....

Manual setup Next

q w e r t y u i o p  
a s d f g h j k l  
z x c v b n m DEL  
?123 , \_ . Done

NOTE: If the set up fails, come back to this step and re-enter the email address as [john.smith@vsms.vermont.gov](mailto:john.smith@vsms.vermont.gov), and then continue through to the end again.

4. Select Exchange account.



Add new email account

What type of account is this?

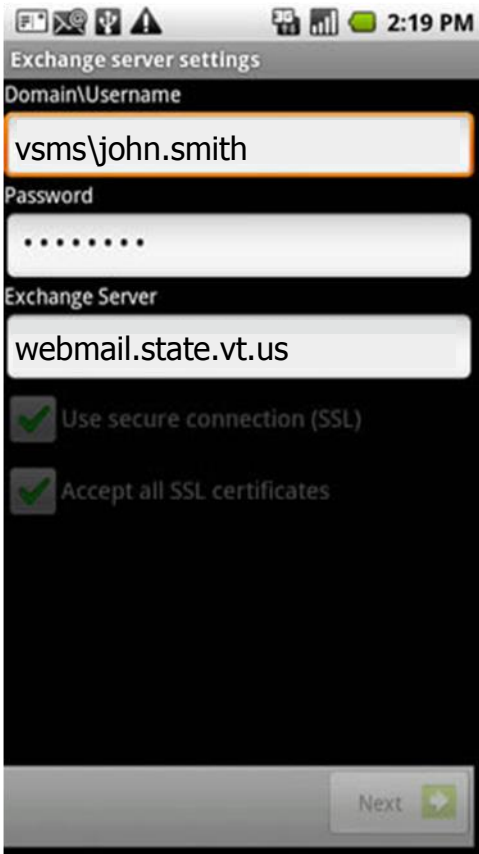
POP3 account

IMAP account

Exchange account

[\(Back to top\)](#)

5. Enter the exchange server settings in the appropriate fields:



Exchange server settings

Domain\Username

vsms\john.smith

Password

.....

Exchange Server

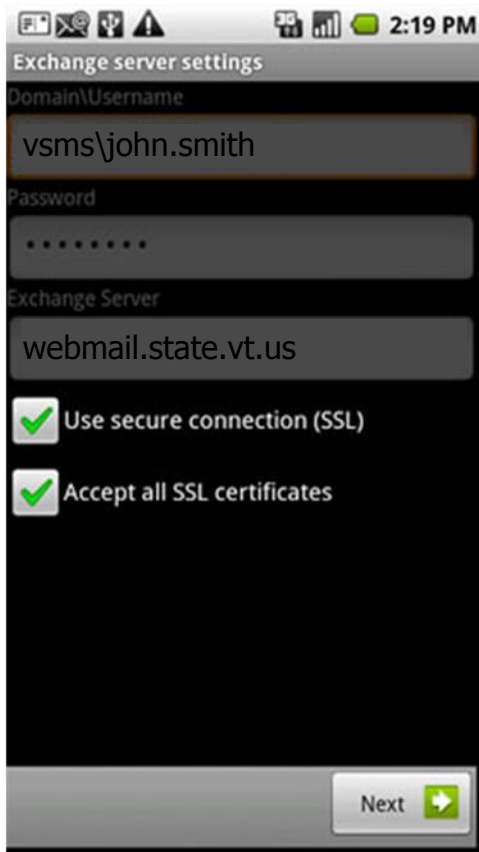
webmail.state.vt.us

☒ Use secure connection (SSL)

☒ Accept all SSL certificates

Next →

6. Ensure **Use secure connection (SSL)** and **Accept all SSL certificates** are checked then click **Next**.



Exchange server settings

Domain\Username

vsms\john.smith

Password

.....

Exchange Server

webmail.state.vt.us

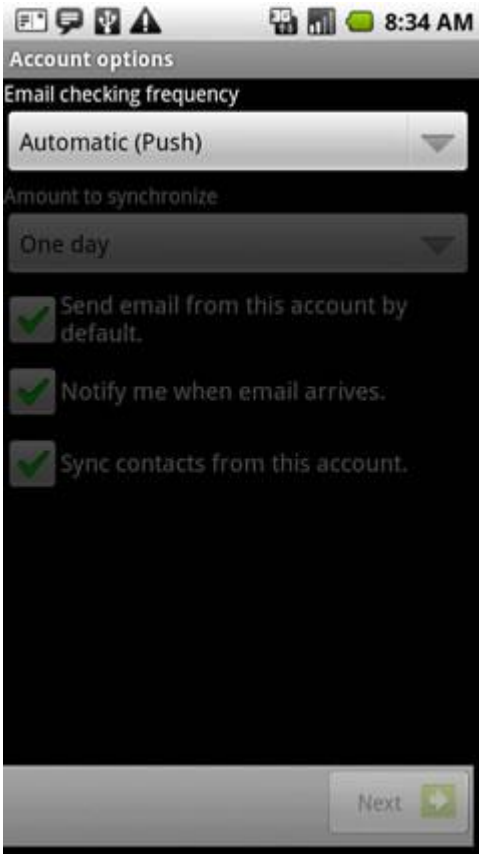
☒ Use secure connection (SSL)

☒ Accept all SSL certificates

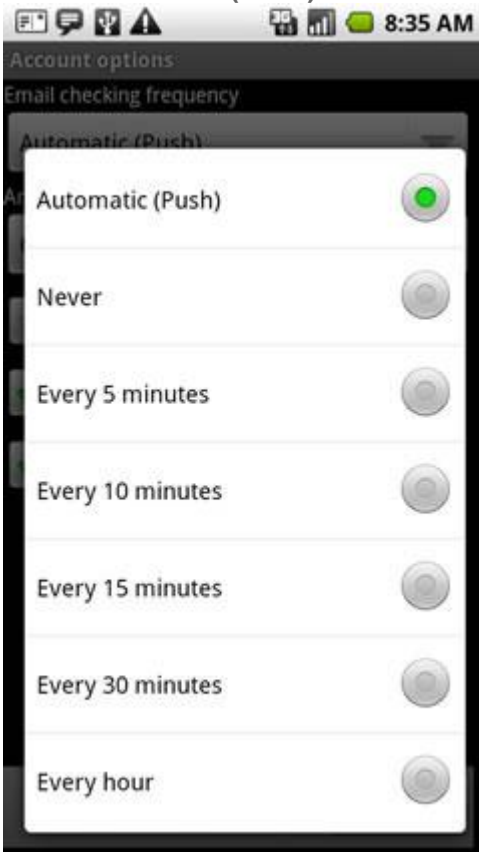
Next →

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7. Select the Email checking frequency dropdown.

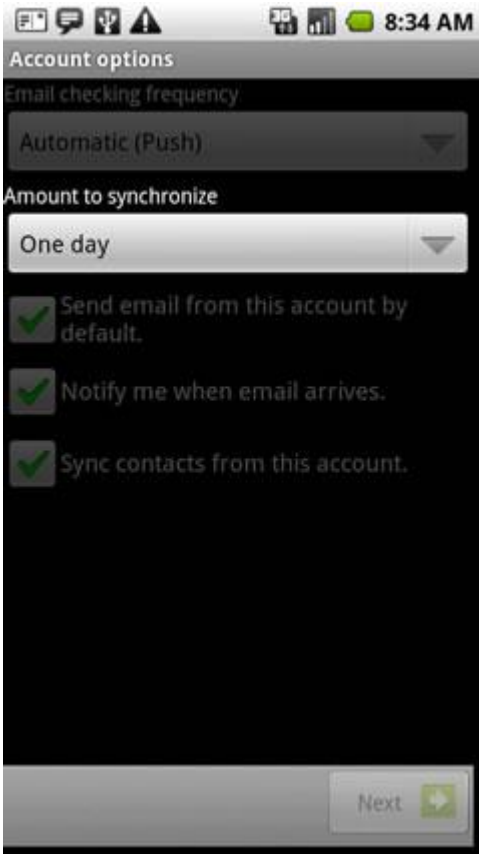


8. Select Automatic (Push).

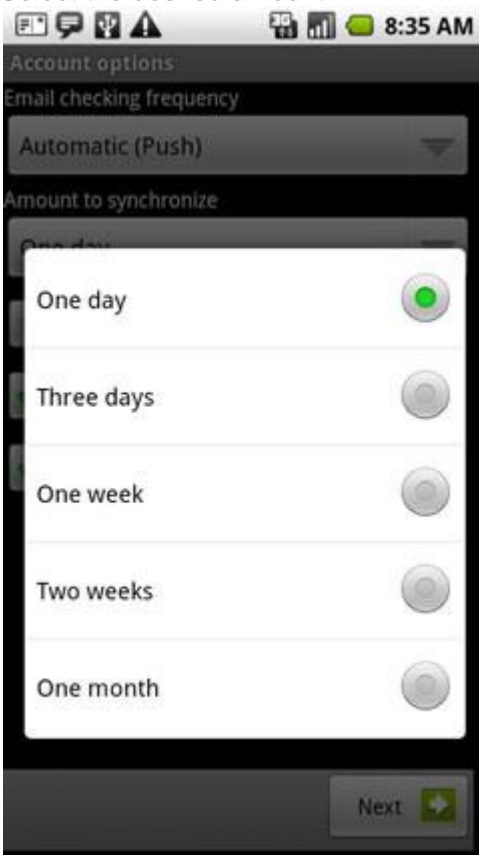


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9. Select the **Amount to synchronize** dropdown.

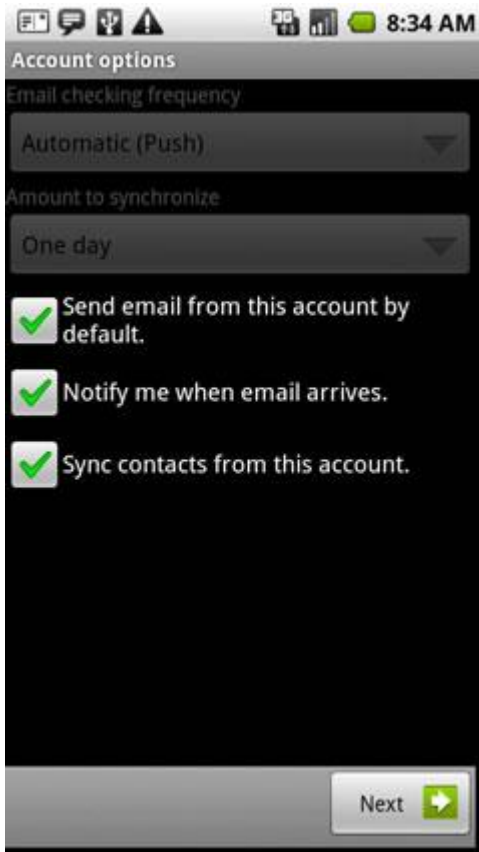


10. Select the desired amount.



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11. Ensure the **Send email from this account by default**, **Notify me when email arrives**, and **Sync contacts from this account** are checked, then select **Next**.



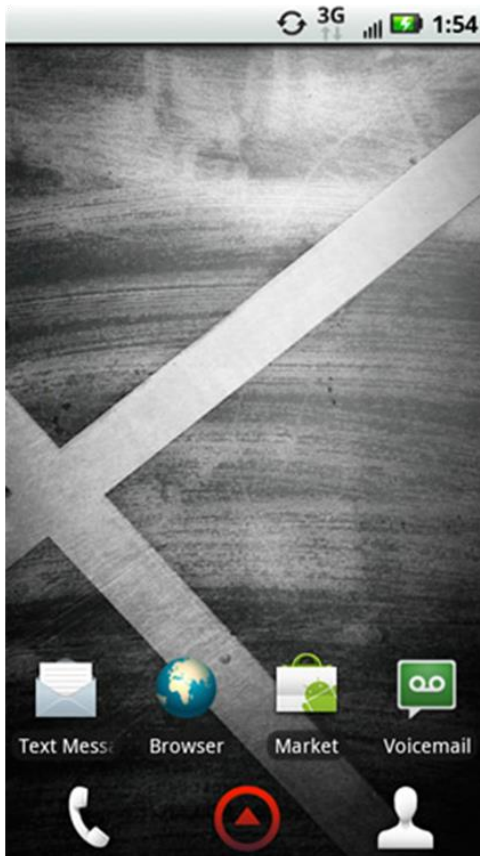
12. Enter an account name and outgoing message name then select **Done**.



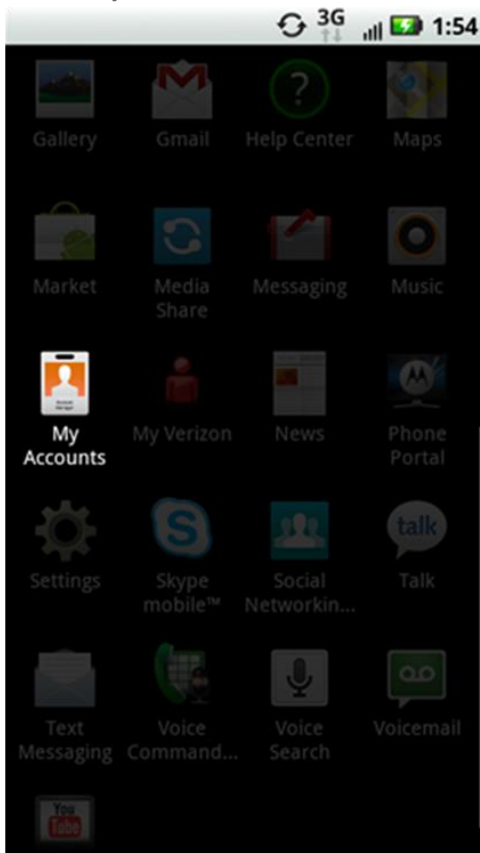
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## Set Up Corporate Email (Exchange Activesync) - Motorola DROID X MB810

1. From the home screen, touch the **applications tab** (located at the bottom of the display).



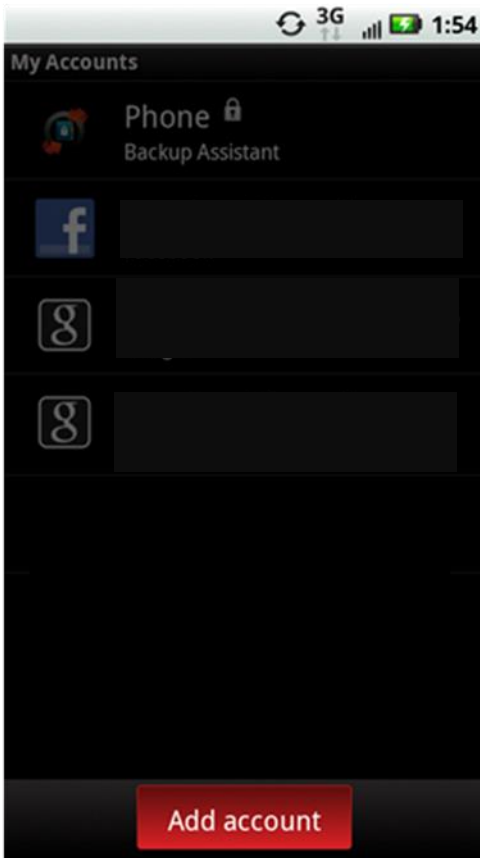
2. Touch My Accounts.



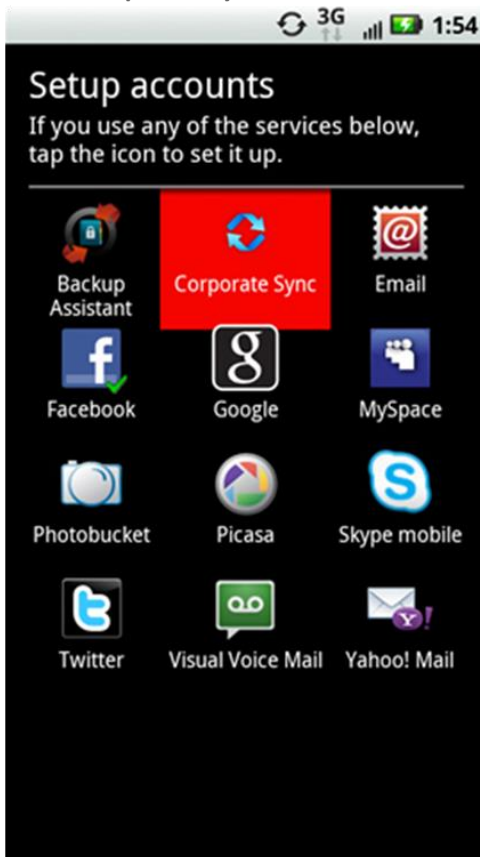
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3. Touch Add account.



4. Touch Corporate Sync.



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5. Enter the exchange server settings in the appropriate fields:

Enter your existing Corporate Sync account:

Domain\Username:  
vsms\john.smith

Password:  
.....

☒ Use secure connection

Email address:  
john.smith@vermont.gov

Server:  
webmail.state.vt.us

Back Next

NOTE: If the set up fails, come back to this step and re-enter the email address as [john.smith@vsms.vermont.gov](mailto:john.smith@vsms.vermont.gov), and then continue through to the end again.

6. Touch Use secure connection.

Enter your existing Corporate Sync account:

Domain\Username:  
vsms\john.smith

Password:  
.....

☒ Use secure connection

Email address:  
john.smith@state.vt.us

Server:  
webmail.state.vt.us

Back Next

[\(Back to top\)](#)

7. Touch Next.



3G 1:54

Enter your existing Corporate Sync account:

Domain\Username:  
vsms\john.smith

Password:  
.....

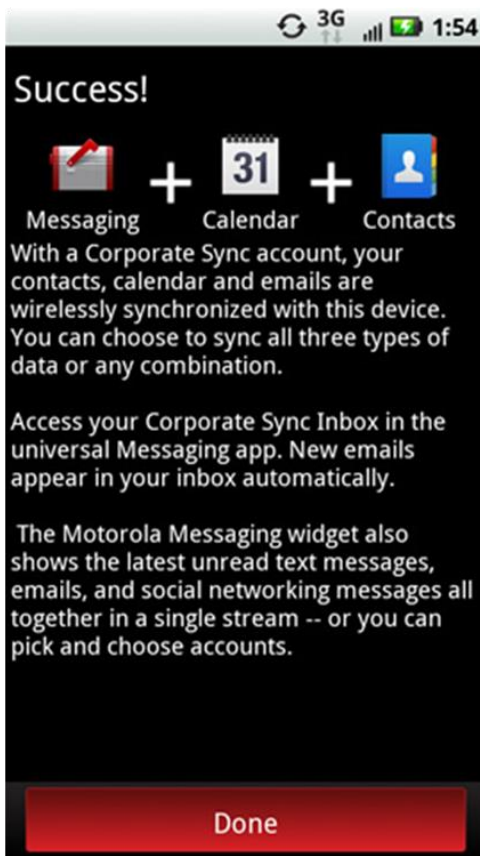
☒ Use secure connection

Email address:  
john.smith@vermont.gov

Server:  
webmail.state.vt.us

Back Next

8. Touch Done.



3G 1:54

Success!

Messaging + Calendar + Contacts

With a Corporate Sync account, your contacts, calendar and emails are wirelessly synchronized with this device. You can choose to sync all three types of data or any combination.

Access your Corporate Sync Inbox in the universal Messaging app. New emails appear in your inbox automatically.

The Motorola Messaging widget also shows the latest unread text messages, emails, and social networking messages all together in a single stream -- or you can pick and choose accounts.

Done

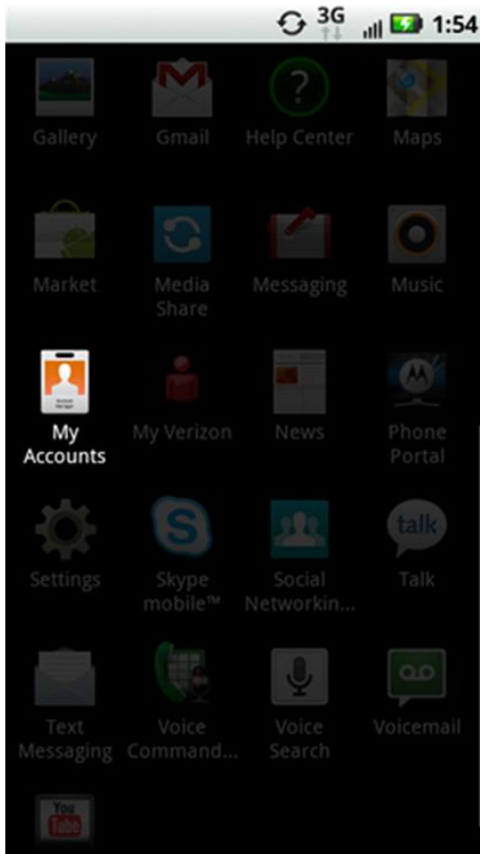
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## Set Up Corporate Email (Exchange Activesync) - Motorola DROID Pro (XT610)

1. From the home screen, select the **applications tab** (located at the bottom of the display).

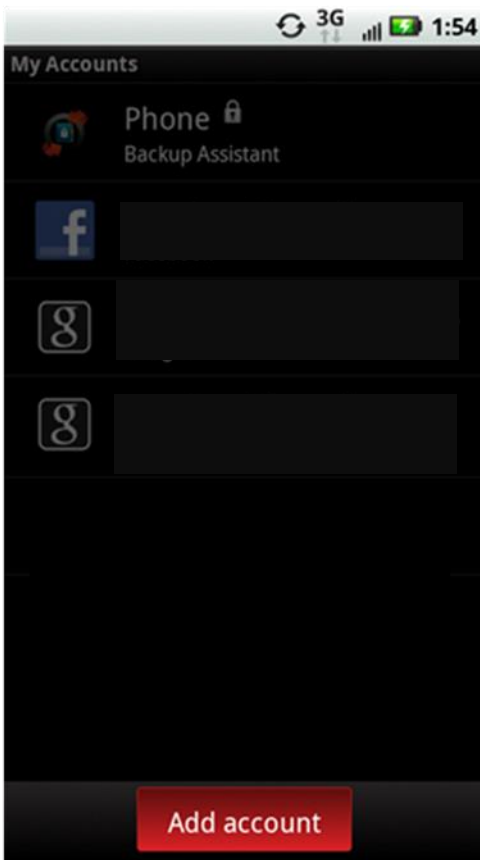


2. Select **My Accounts**.



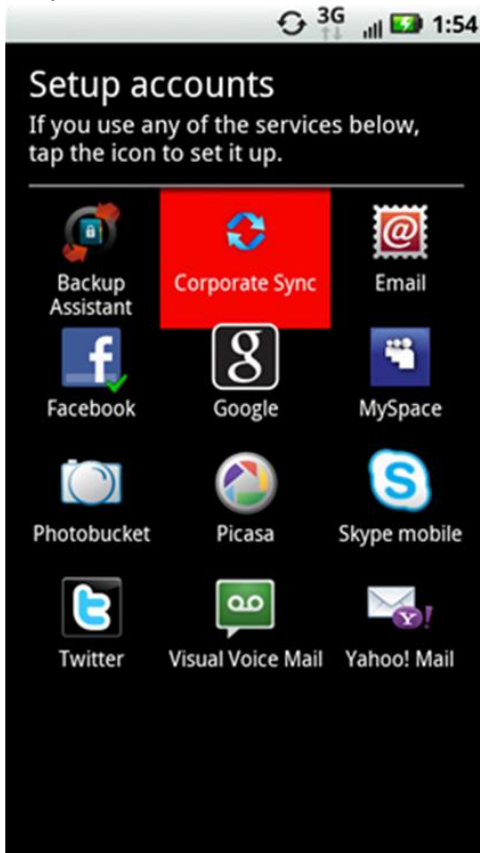
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3. Select Add account.



4. Select Corporate Sync.

❖ If presented, review the *Motorola Service agreement*, select (check) **I agree** then select **Next** to continue.



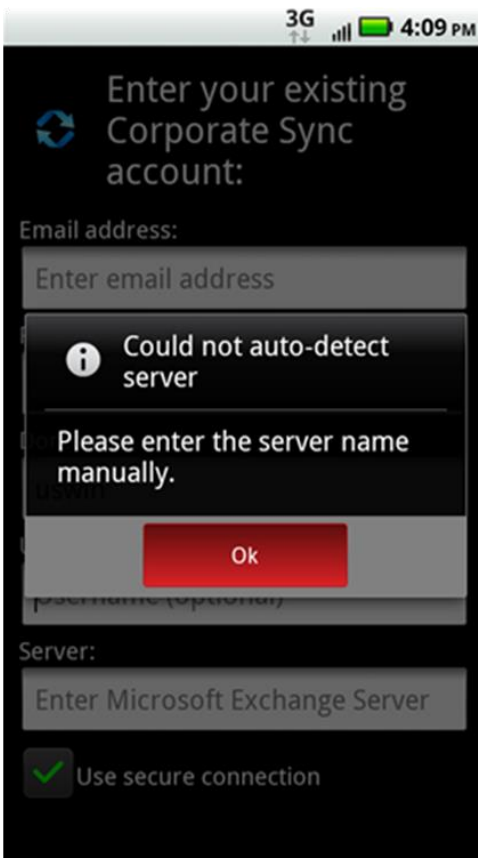
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5. Enter the exchange server settings in the appropriate fields then select **Next**:



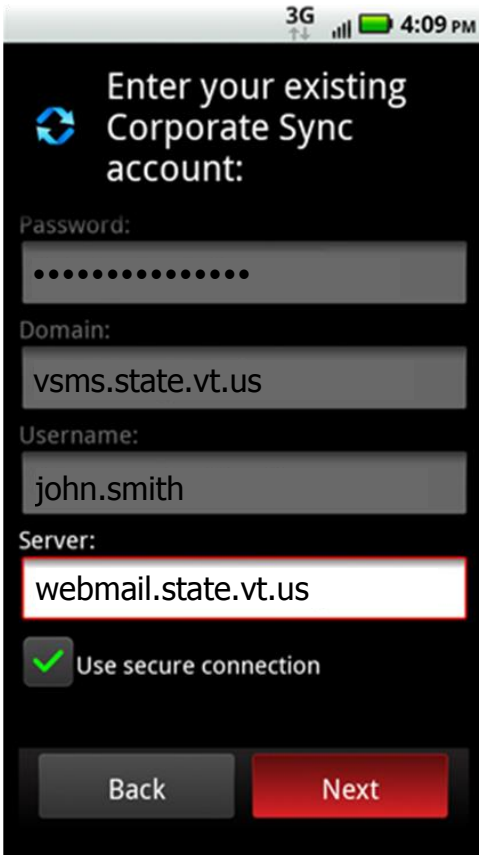
NOTE: If the set up fails, come back to this step and re-enter the email address as [john.smith@vsms.vermont.gov](mailto:john.smith@vsms.vermont.gov), and then continue through to the end again.

6. Select **Ok**.



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7. Enter appropriate *information* into the *Server* field and check **Use secure connection** then, select **Next**.



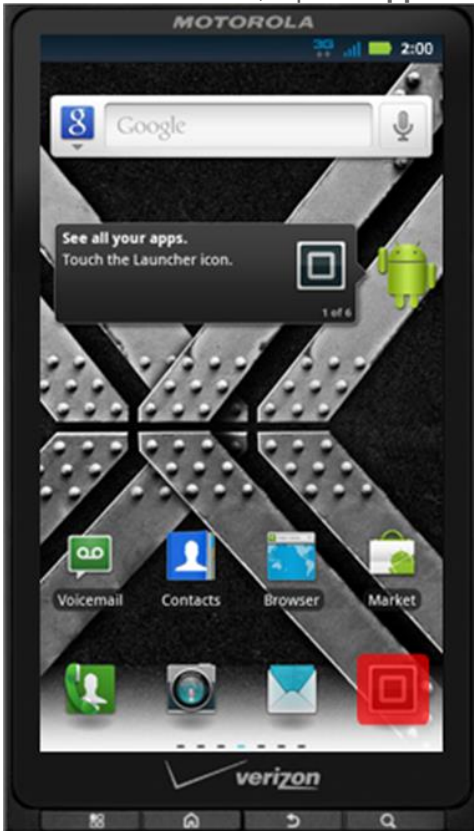
8. Select **Done**.



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## Set Up Corporate Email (Exchange Activesync) - Motorola DROID X2 MB870

1. From a home screen, tap the **Application Launcher** icon (located in the lower right).



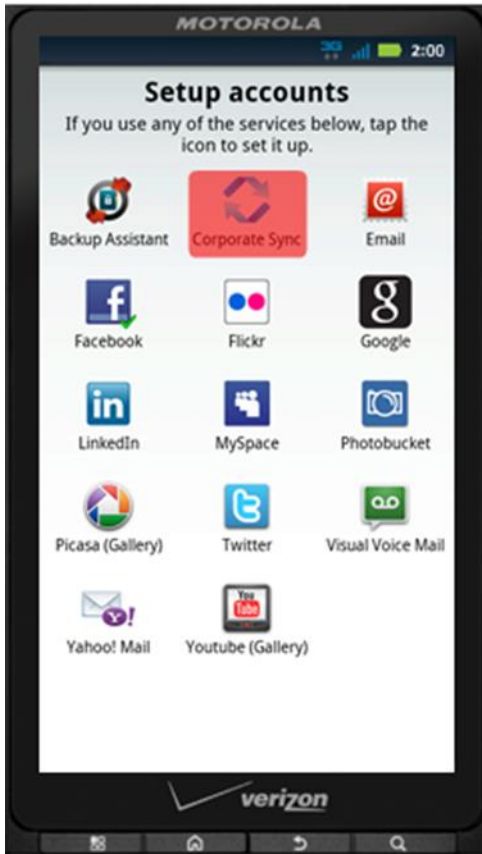
2. Tap Email.



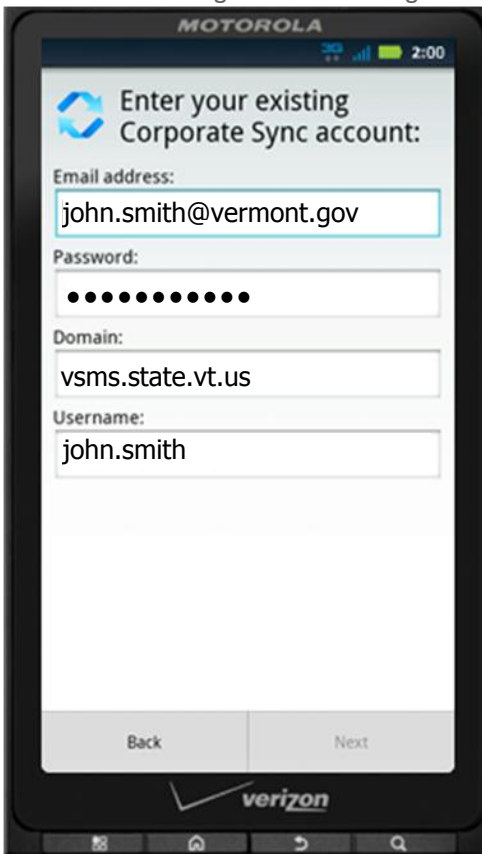
[\(Back to top\)](#)



3. Tap **Corporate Sync**.



4. Enter the exchange server settings in the appropriate fields:



NOTE: If the set up fails, come back to this step and re-enter the email address as [john.smith@vsms.vermont.gov](mailto:john.smith@vsms.vermont.gov), and then continue through to the end again.

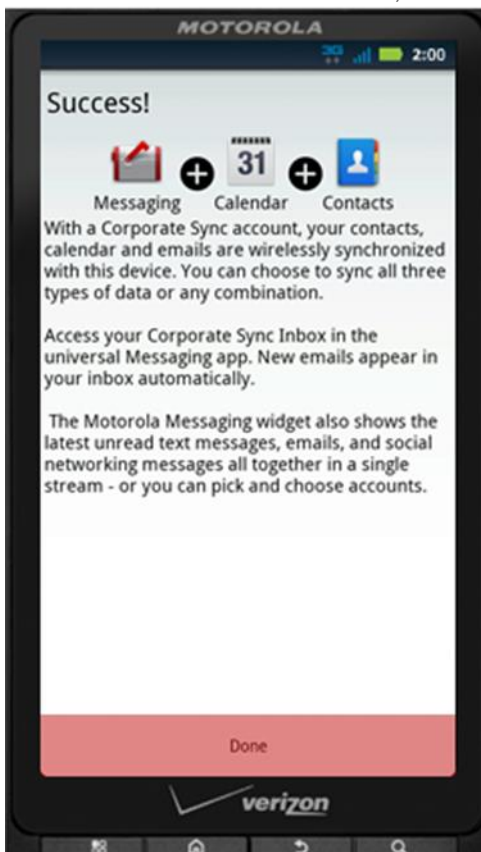
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5. Tap **Done**



6. When presented with **Could not auto-detect server** screen, enter webmail.state.vt.us, **OK**.

7. Select **Use secure connection**, then tap **Next**, **Done**.



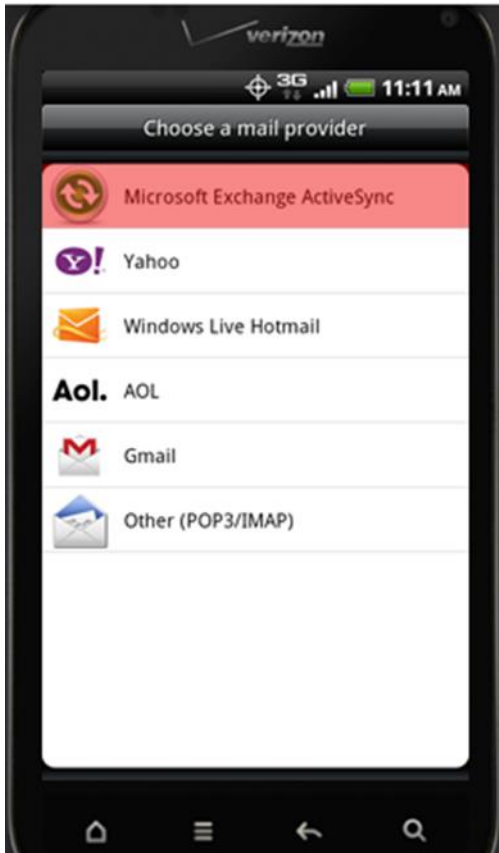
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## Set Up Corporate Email (Exchange Activesync) - HTC Droid Incredible 2 ADR6350

1. From a home screen, select **Mail** (located in the lower left).



2. Tap **Microsoft Exchange ActiveSync**



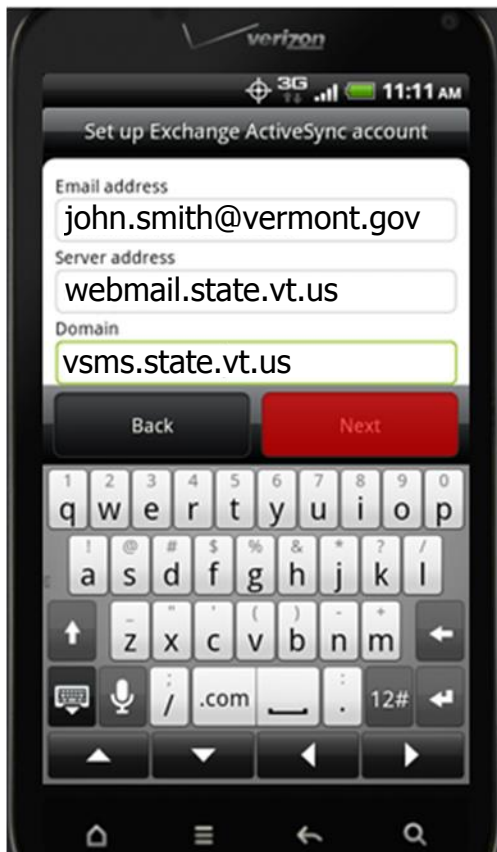
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3. Enter your email address and password then select **Next**



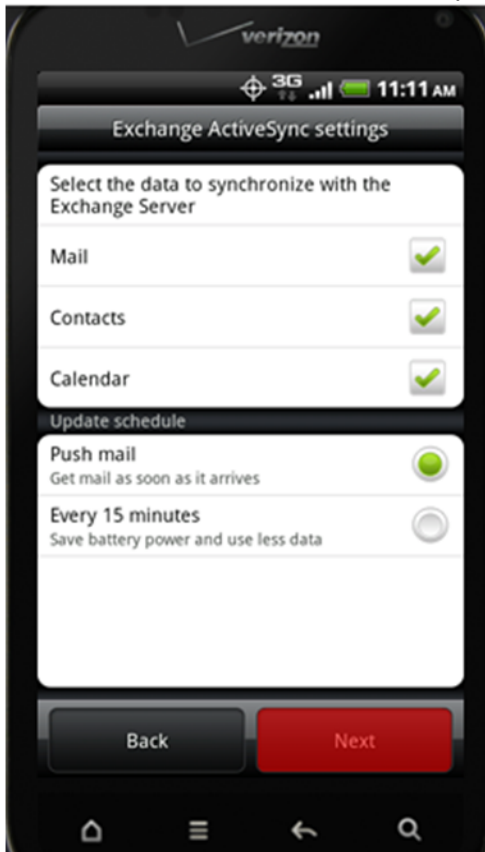
NOTE: If the set up fails, come back to this step and re-enter the email address as [john.smith@vsms.vermont.gov](mailto:john.smith@vsms.vermont.gov), and then continue through to the end again.

4. Enter the **Server address** and the **Domain** then select **Next**.



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5. Select **This server requires an encrypted SSL connection** then check **Mail**, **Contacts**, and **Calendar**, select **Push mail**, then select **Next**. When prompted with Security policy required, Select **OK** and select **Activate**.



6. Enter an Account name then select **Finish setup**.



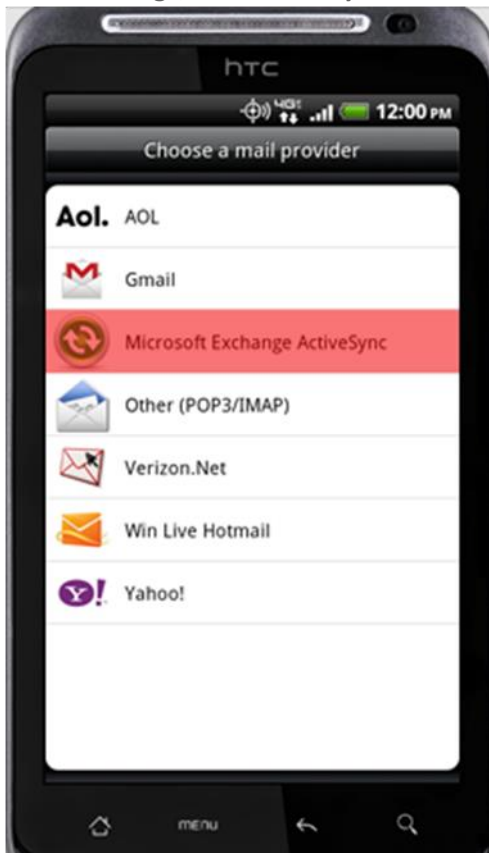
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## Set Up Corporate Email (Exchange Activesync) - HTC Thunderbolt ADR6400

1. From the *Home* screen, select the **applications tab** (lower-left corner).



2. Select Settings, Accounts & sync, Add account, Microsoft Exchange ActiveSync.



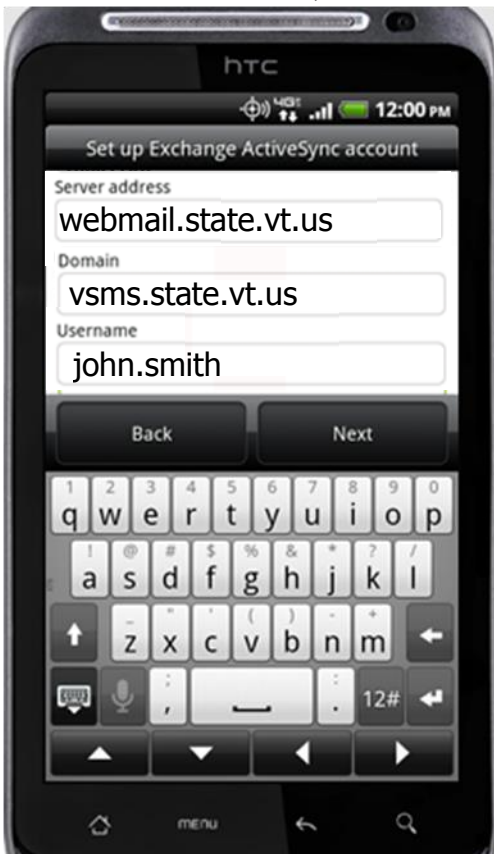
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3. Enter your email address and password, then tap **Manual Setup**.



NOTE: If the set up fails, come back to this step and re-enter the email address as [john.smith@vsms.vermont.gov](mailto:john.smith@vsms.vermont.gov), and then continue through to the end again.

4. Enter the Server address, Domain and Username

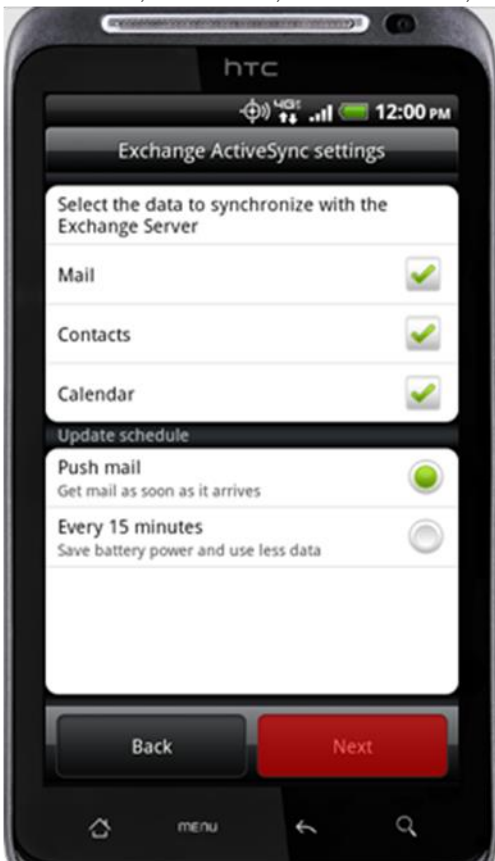


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5. Check **This server requires an encrypted SSL** connection, then tap **Next**.



6. Check **Mail**, **Contacts**, and **Calendar**, select **Push mail**, then select **Next**.



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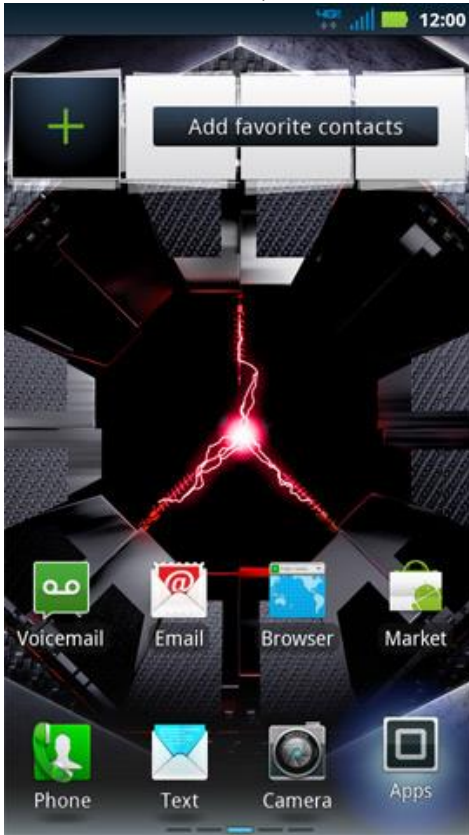
7. Enter an Account name then select **Finish setup**.



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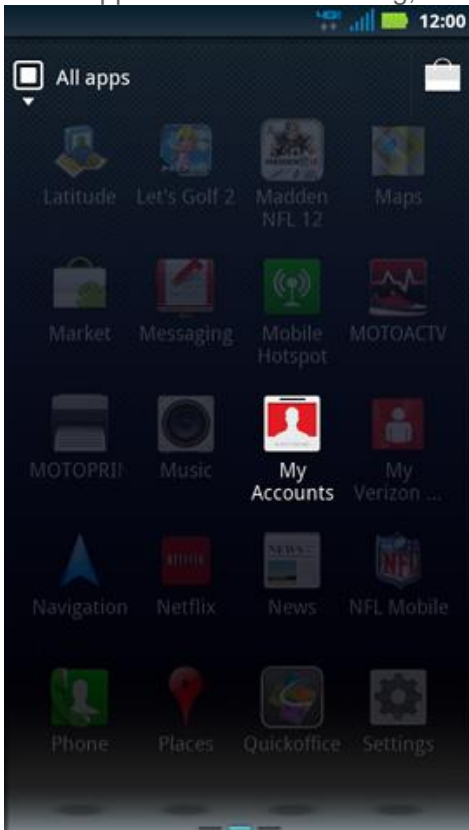
## Set Up Corporate Email (Exchange Activesync) - Motorola DROID RAZR/RAZR MAXX

1. From a Home screen, select the **APP** menu (located in the lower right).



2. Select **My Accounts**.

- If the application icon is missing, select the **App menu filter** (located at the top) then select **All apps**.

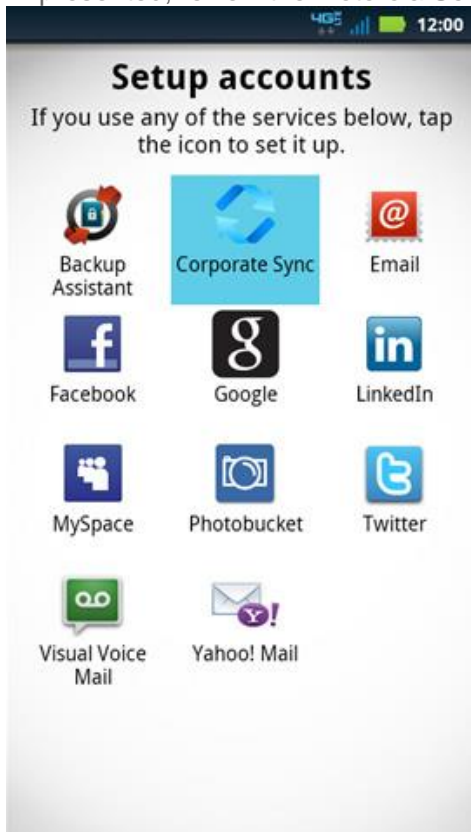


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3. Select **Add account**.



4. Select **Corporate Sync**.  
 - If presented, review the Motorola Service Agreement, select (check) **I agree** then select **Next** to continue.



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5. Enter the Exchange Server settings in the appropriate fields then select **Next**:



Enter your existing Corporate Sync account:

Email address:  
john.smith@vermont.gov

Password:  
●●●●●●●●●●

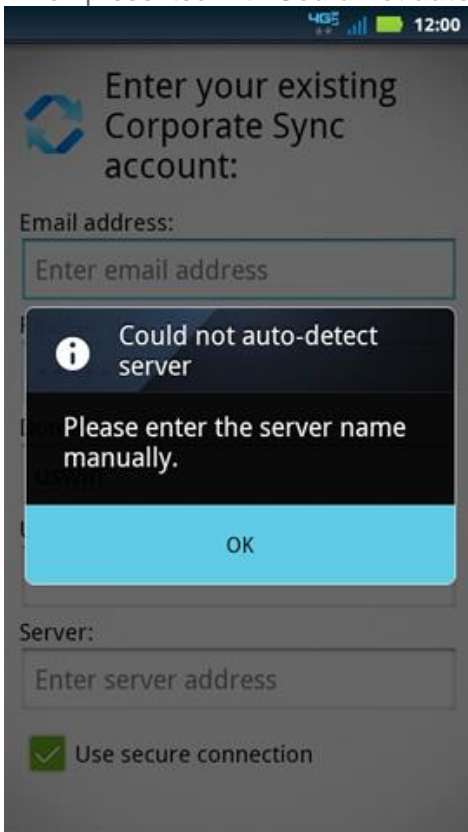
Domain:  
vsms.state.vt.us

Username:  
john.smith

Back Next

NOTE: If the set up fails, come back to this step and re-enter the email address as [john.smith@vsms.vermont.gov](mailto:john.smith@vsms.vermont.gov), and then continue through to the end again.

6. When presented with **Could not auto-detect server**, tap **OK**



Enter your existing Corporate Sync account:

Email address:  
Enter email address

**Could not auto-detect server**  
Please enter the server name manually.  
OK

Server:  
Enter server address

☒ Use secure connection

7. Enter webmail.state.vt.us, then tap **Next**  
Select **Use secure connection** (it will be enabled when a green indicator is present)



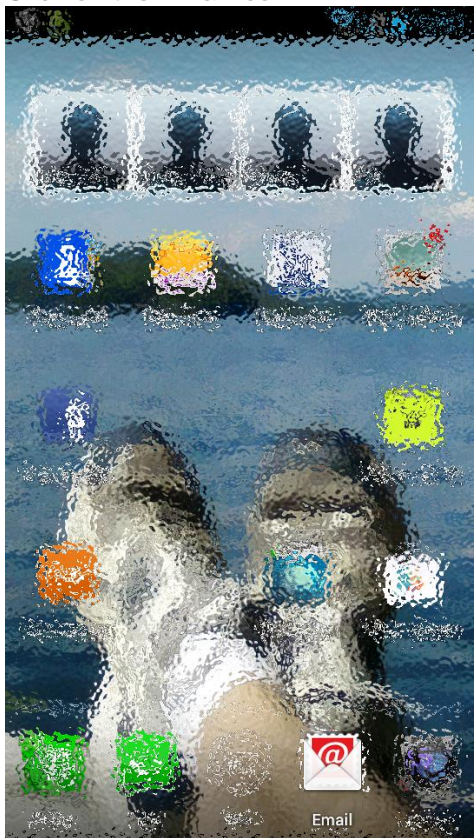
8. Select **Done**.



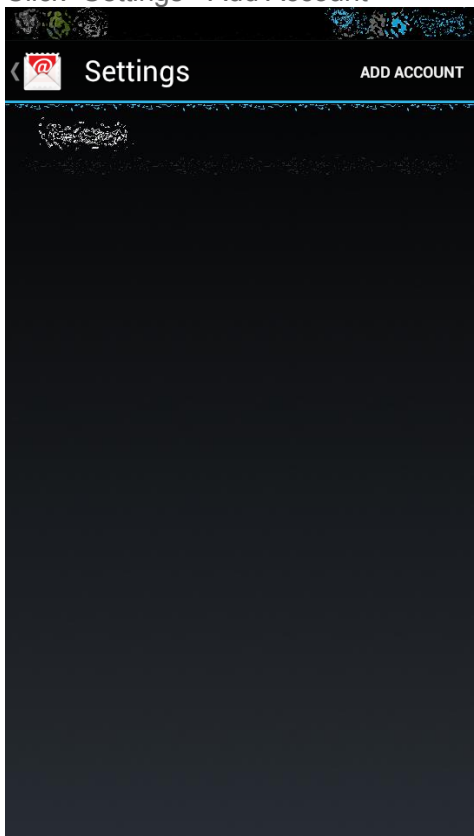
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## How to change your Email password

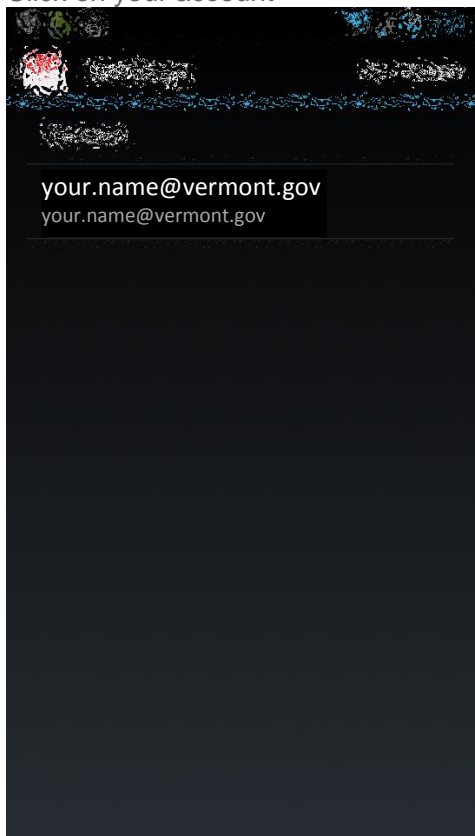
1. Click on the Email icon



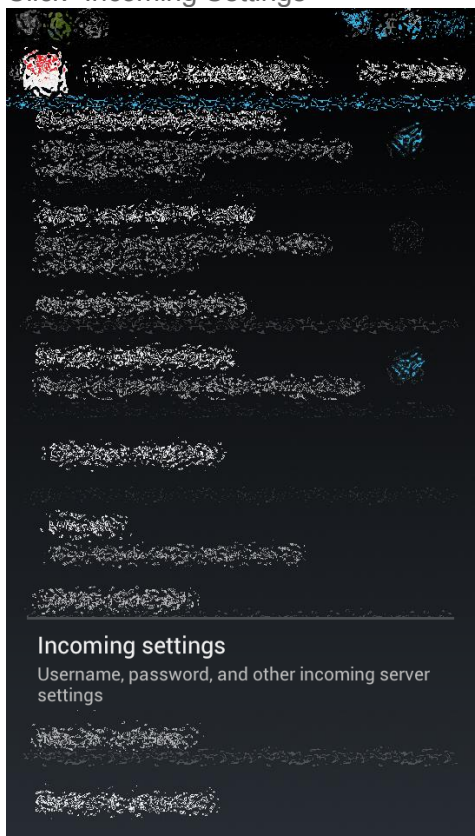
2. Click "Settings - Add Account"



3. Click on your account

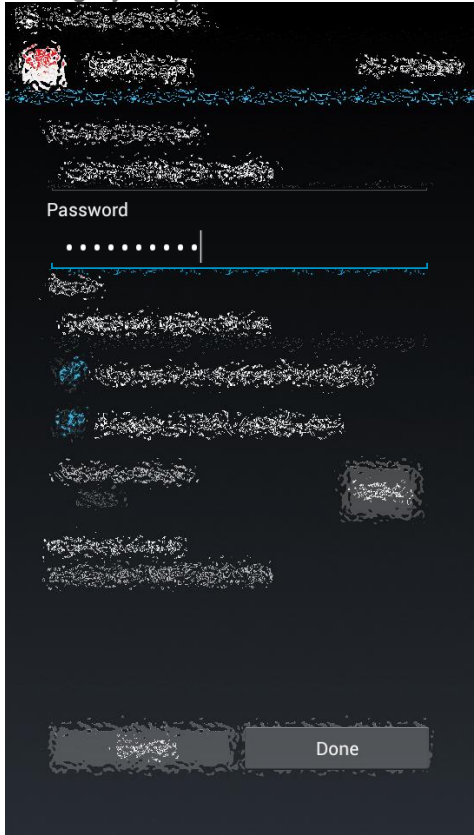


4. Click "Incoming Settings"





5. Change your password, then click “Done”



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